



Seattle Passport Agency
October 31, 2014
AMENDED March 27, 2015
Negotiated Agreement between PPT/SE and NFFE FL 1998

This leave policy is negotiated in accordance with Article 4, Article 12, and Article 31 of the Master Agreement between Passport Services and NFFE Local 1998, effective July 20, 2009. The intent of this agreement is to establish a set of guidelines for current and future annual leave requests. "Annual leave" includes leave earned as compensatory time. This local agreement does not cover employees' use of sick leave, leave under the Family Medical Leave Act (FMLA), or leave without pay. For the sake of clarity, "you" in this document refers to BUEs at the Seattle Passport Agency.

Advance Request: The current local policy allows you to submit leave requests to a supervisor up to one year (365 days) in advance. Leave requests may be made by using the paper OPM-71 or by completing the OPM-71 online and submitting it to a supervisor in person or via email. Per Article 31 of the CBA, management will inform the employee "normally within 1 week, but no more than 2 weeks, that a leave request has been approved or denied." Once the leave has been approved or denied, your supervisor will provide you with written approval for your records. A tie will be resolved by Service Computation Date (SCD), with preference granted to the most senior employee. A list of employees' SCD can be found on the agency's SharePoint site. Supervisors and managers continue to have the right to deny or approve leave based upon whether an employee has or will have sufficient annual leave to cover the leave request.

Leave availability calendar: Management will maintain an up to date electronic calendar on the local SharePoint to indicate the leave availability of any given week. "Available" means that there is currently leave available to be requested for the entire week. "Limited" indicates that there are 18 hours or less available to be requested. "Full" means that there is no more leave available for that week. For the latter two categories, you may still submit a slip with the understanding that you may be placed on the wait list. There is no guarantee that the annual leave will be approved.

Once management has approved a certain number of hours for a calendar week, they will not reduce that amount of leave for said week. I.e., if a certain number of employees have been granted leave for a particular week and an employee cancels their leave, management will approve the next person on the wait list or they will open up that week to maintain the level of time off originally approved.

Wait list: If you turn in a leave slip for a week, either the whole week will be approved the first day you are eligible or none of it will. Example: You want the week of June 16-20, 2015 off, so you submit the leave slip on June 16, 2014. As leave can only be granted up to 1 year in advance, the leave for the week cannot be approved until the week of June 20, 2014 has

passed in order to ensure fairness to all employees. If you are requesting a week off but are willing to take only 2 or 3 days off, you should indicate that on the leave slip. If you want to be placed on the wait list, you must indicate that on your leave slip. The wait list will be available on the electronic leave calendar (posted in Outlook or whatever easily accessible system may supersede Outlook), should you wish to know where you are in line.

Personal days: Because not every leave situation can be planned a year in advance, you are granted up to four personal days to use throughout the year. These days come out of your existing annual leave balance and will be granted for "last minute" requests when the leave calendar is otherwise full. They may be requested up to three months in advance of the date you are requesting off. If a day is available, you may request it off via an email to a GS-12 or an Adjudication Manager with a follow-up printed OPM-71. It must be requested at least two business days in advance. Only one employee may use a personal day on any given day. If two employees request the same day off as a "personal day," approval will be based on a "first come, first served" basis calculated from the time the email request was sent. Approved personal days will be posted in the electronic leave calendar with the person's name, the number of hours off and the letter "P" (i.e. Specialist 8P). They may not be used during high volume weeks: the week of Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's Day. There is no requirement to use all four days in the year; rather, they are there if needed. They do not carry over year to year and they may not be used back to back.

Impact of AWS on leave request: If you have a week approved for leave in which one of the days is your regular day off (RDO) and you switch your RDO or come off the AWS, you will still be able to get the full week of leave that was approved even if that week is now full. Example: You switch your RDO from the first Monday of the pay period to the second Friday of the same pay period but the first week is "full" on the leave calendar. As you already have the rest of the week approved, the full week of leave will be granted.

Requesting leave when you are out: If you will be out for the week and wish to request the same week off for the following year, you may submit your leave slip to your supervisor or AM (if your supervisor is out) before you go on vacation. Approval or denial of those requests will be reviewed by the AMs as if they were submitted a year in advance.

Originally signed October 31, 2014

Amended to add "compensatory time" to the definition of annual leave: March 27, 2015




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